

# **VAULT PROJECTIONS**

***I want to:*** Create a subsurface projection (vault) under public space.

***Do I need a permit?*** Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation and can require a rental payment for use of the space.

***Where do I go to get this permit?*** 941 North Capitol Street, Suite 2100.

***What do I need to bring with me to apply for this permit?***

***Checklist***

1. Two completed [Public Space Applications](#) \_\_\_\_\_
2. A public liability [insurance policy](#) covering all use of public space by the permittee \_\_\_\_\_
3. A Vault Agreement Form # ED-P-515 signed and executed by the property owner. This agreement must be recorded with the office of the DC Recorder of Deeds; a certified copy of the recorded agreement must be submitted to DDOT \_\_\_\_\_
4. Utility clearances from all utilities in the proposed work area (PEPCO, WASA, Verizon, etc.) \_\_\_\_\_
5. Six (6) copies of the site plan, drawn to scale, indicating:
  - a. Dimension from property line to outside face of vault wall and length of vault. \_\_\_\_\_
  - b. The location of the vault with respect to the nearest intersection. \_\_\_\_\_
  - c. All utilities that exist between the centerline of street and the property line. \_\_\_\_\_
  - d. Each level of the vault (a minimum of 12 inches is required between vault roof and bottom of sidewalk paving). \_\_\_\_\_
  - e. Alley vaults: the vault wall can be no closer than 2 feet, 6 inches to the center of the alley and may not open through the roof into the alley \_\_\_\_\_
  - f. During construction, a minimum of 11 feet is needed between the face of the vault wall and the curb line. Allow 4 feet for tree boxes, streetlight poles, fire hydrants and the like. One (1) foot must be left for sheeting and shoring. \_\_\_\_\_
6. Vault projections are subject to compliance with **DCMR TITLE 12, Section 311.9.** \_\_\_\_\_
7. Please present one (1) copy of the site plan and completed application to a Public Space Technician in Suite 2100 for review before submitting full package of site plans \_\_\_\_\_

***How much will this permit cost?*** The permit cost varies and will be determined in the application process. The space rented for a vault will be taxed yearly through a calculation of square footage and assessed land valuation by the Office of Tax and Revenue. For tax information, please call (202) 727-4TAX. Checks or money orders should be made payable to “DC Treasurer.” Discover, MasterCard and Visa accepted.

***How long will the application take to process?*** The average time for a vault projection permit application is thirty (30) days.

***What if I need more information?*** Call the Public Space Permit office, 202-442-4670, for more information.